

Kent & East Sussex Railway

Post of Company Secretary

The present Company Secretary has advised the Board of his intention to move away from the area. Applications are invited for this volunteer post. Candidates should have:

Experience in the administration of private companies and companies limited by guarantee

Experience in managing paid and volunteer staff

An appreciation of the engineering, safety and operational requirements of railways

An appreciation of in house publishing

Ability to represent the Company at public and member meetings

Experience in the charity sector

A good standard of literacy

Computer literacy

Access to Broadband

The ability to commit to at least 12 hours work per week

A job description is available, please email request to: philcm@kesr.org.uk

Applications, including CV, to Jamie Douglas, Chairman K&ESR, Tenterden Town Station, Tenterden Kent TN30 6HE

Closing date 25th April 2017